

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3B

Name of County Monona Main Checklist

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes No See county reopening plan attached.

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Yes No See also, Clerk of Court attachment.

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes No See also, Clerk of Court attachment.

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes No See also, Clerk of Court attachment. Chambers allows for some limited social distancing. Court reporter space does not allow for social distancing, but is distanced from other work stations.

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes No See also, Clerk of Court attachment.

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. **No permanent physical changes shall be made without the approval of the county.**

Yes No To the extent that space has not yet been marked off, no in-person hearings will take place until it is done. A plan is in place to do so.

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

Yes No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

Yes No No formal limit has been set, but all judicial officers working regularly in the county and the county attorney have pledged to accommodate such scheduling. See attachments.

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

Yes No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

Yes No See attachments.

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

Yes No

Keyboard protectors are in place for all public kiosks.

Yes No See clerk of court attachment.

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

Yes No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

Yes No Signs from state court administration have been forwarded to the clerk.

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

Yes No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Yes No

Face shields are available for all employees who requested one through the employee survey.

Yes No N/A. Not aware of any requests in the county.

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes No Masks only.

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

Yes No

There is an adequate supply of disposable gloves for each office suite.

Yes No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

“Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines”*

Yes No

“Upon entering, please maintain 6’ of distance in all directions between yourself and others.”

Yes No

“A mask must be worn when entering this space.”

Yes No

“The number of people permitted in the courtroom/office is (X).”

Yes No The limit is the amount of people who can safely socially distance with a maximum of 10 people.

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

Yes No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.



Chief Judge /District No. 13


Print Name



Date

APPROVED BY:



Todd Nuccio
State Court Administrator

June 29, 2020

Date

Monona District Court Plan¹

- Public will be allowed in the courtroom to observe to the extent that social distancing can be maintained, after which they will be given video or telephone access to the hearing. Masks will be required.
- Social distancing guidelines will be implemented so that no party/person will be seated or standing within 6 feet of another person.
- Counsel tables and chairs will be positioned to accomplish sufficient distance for attorneys and parties. Additional tables and chairs will be set up to accommodate multiple parties and the parties will be directed inside the courtroom by the clerk one at a time to maintain distancing entering and exiting.
- Chairs / tables will be moved to allow for social distancing – use of extra chairs, benches, and the jury area to the extent necessary.
- Witnesses will testify from the assigned table to allow for socially distancing with the court reporter.
- GoToMeeting may be used for some larger groups.
- No other meetings will occur in the court area. Meetings will need to move to the lower level rooms or other larger locations as assigned by the clerk.
- Signs and stickers will be placed on walls and floor outside courtroom areas and on any benches/seating designating seating and waiting areas that are adequately distanced and also advising persons to maintain sufficient distancing.
- Hand sanitizer will be placed at locations outside the courtrooms.
- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas. Persons speaking as part of the formal record (attorneys, self-represented parties, witnesses while testifying) may be asked to remove any face mask or shield while speaking if requested by the reporter or judge. A practice will be implemented for cleaning face shields used by non-court personnel after such use to the extent face shields become available.

¹ Adapted from Judge Mark Cord's juvenile court plan.

- Wipes and/or spray will be available in the courtroom. The court reporter will take responsibility for making sure areas inside the courtroom are cleaned after each proceeding.
- The Jury room will be used, by default, for attorney room before / between court hearings. The parties shall maintain social distancing by entering in at a respectful distance and standing/seating at the outer perimeter of the room.
- The small conference rooms to the north of the courtroom may be used for private call in to the hearing (phones available?) and shall be assigned by the clerk as needed.
- The small courtroom and the meeting room adjacent to the small courtroom in the lower level will be utilized for attorney / client meetings prior to or following the court hearing. Counsel must advise the clerk in advance of intended use for room assignments and counsel are responsible for cleaning room after use.

Monona Juvenile Court Plan

- Only parties will be present in the courtroom.
- Social distancing guidelines will be implemented so that no party/person will be seated or standing within 6 feet of another person.
- Counsel tables and chairs will be positioned to accomplish sufficient distance for attorneys and parties. Additional tables and chairs will be set up to accommodate multiple parties and the parties will be directed inside the courtroom by the clerk one at a time to maintain distancing entering and exiting.
- Chairs / tables will be moved to allow for social distancing – use of extra chairs, benches, and the jury area.
- Three additional tables must be made available. One additional table will be placed within the well of the courtroom at the wall between AV equipment and side door to the north. One table will be placed in the jury area on blocks. One table will be placed in the gallery for possible use. This will create 4 - 5 separate seating areas for counsel and clients. (State/DHS, parent/counsel, parent/counsel, GAL/child, extra party if necessary)
- All other interested people or public will be permitted to appear by phone.
- Judge Cord will call his ICN line at the beginning of each hearing to see if additional parties are on the phone to participate. The clerk will be provided with instructions to hand out.
- Witnesses will testify from the assigned table to allow for socially distancing with the court reporter.
- GoToMeeting may be used for some larger groups.
- No other meetings will occur in the court area. Meetings will need to move to the lower level rooms or other larger locations as assigned by the clerk.
- Signs and stickers will be placed on walls and floor outside courtroom areas and on any benches/seating designating seating and waiting areas that are adequately distanced and also advising persons to maintain sufficient distancing.
- Hand sanitizer will be placed at locations outside the courtrooms.

- All persons will be required to follow any and all Policies of the Judicial Branch regarding the wearing of face masks and/or face shields in courtrooms, Clerk offices, Administrative offices, and other court-controlled areas. Persons speaking as part of the formal record (attorneys, self-represented parties, witnesses while testifying) may be asked to remove any face mask or shield while speaking if requested by the reporter, judge, or another party. A practice will be implemented for cleaning face shields used by non-court personnel after such use.
- Wipes and/or spray will be available in the courtroom. The judicial assistants and/or reporter will take responsibility for making sure areas inside the courtroom are cleaned after each proceeding.
- The Jury room will be used, by default, for attorney room before / between court hearings. The parties shall maintain social distancing by entering in at a respectful distance and standing/seating at the outer perimeter of the room.
- The small conference rooms to the north of the courtroom may be used for private call in to the hearing (phones available?) and shall be assigned by the clerk as needed.
- The small courtroom and the meeting room adjacent to the small courtroom in the lower level will be utilized for attorney / client meetings prior to or following the court hearing. Counsel must advise the clerk in advance of intended use for room assignments.

VIII. CHILD SUPPORT RECOVERY UNIT (See also attachment VIII)

A. Scheduling

- CSRU will continue to schedule court in the afternoons on motion days.
- CSRU will attempt to schedule court every other month.
- CSRU will stagger hearing times to avoid groups of people waiting for hearings.

B. Physical Distancing

- All conversation prior to the hearing will take place either in the courtroom or in the waiting area outside the clerk of court office. The CSRU attorney will discuss the case with parties to determine if a resolution can be reached prior to notifying the judge of a need for a hearing.
- The CSRU attorney will make an effort to resolve contempt cases if possible prior to hearing so that no appearance is necessary.

C. Masks, Shields, Cleaning Supplies, Hand Sanitizer

- CSRU attorneys will have their own masks available. CSRU attorneys will follow any mask policy set forth by the court.
- The CSRU attorney will use courthouse provided supplies to clean the courtroom tables and chairs used during a hearing.

D. Check-in/Waiting Area

- See above under **Physical Distancing**
- The sign-in sheet will be removed.
- CSRU will revise the proposed Order Setting 252 Hearing by adding a requirement to socially distance at court, to not arrive more than five minutes prior to hearing time, notify of any mask policy, and/or any other requirements by the court.

E. Can all hearings be scheduled to phone and/or video

- As the supervisory requires consent, it is unlikely CSRU hearings will be able to proceed telephonically since one party is generally resistant to CSRU's action. The exception would be motion hearings.

CHECKLIST FOR RESUMING COURT OPERATIONS – MONONA COUNTY ATTORNEY COMMENTS

1. Facility Status
 - a. The Monona County Courthouse is reopening in phases. Beginning June 22, 2020, Monona County will enter Phase 2 of its reopening plan.
 - b. The Monona County Courthouse Reopening Plan is included with this document.
2. Staffing Schedule
 - a. The county attorney's office will follow the procedures in the Monona County Courthouse Reopening Plan.
3. Workspace/Work Environment Safety
 - a. The county attorney's office will follow the procedures in the Monona County Courthouse Reopening Plan.
4. Courtrooms/Overflow Rooms
 - a. These questions appear to be directed to the court or clerk of court.
5. Case Scheduling and Processing
 - a. The county attorney's office will make reasonable efforts to assist in scheduling hearings in a way that allows for social distancing.
6. Public Terminal Kiosks
 - a. These questions appear to be directed to the court or clerk of court.
 - b. There are no public terminal kiosks controlled by the county attorney's office.
7. Clerk of Court and District Court Services
 - a. These questions appear to be directed to the court or clerk of court.
8. PPE
 - a. The county attorney's office will follow the procedures in the Monona County Courthouse Reopening Plan.
9. Signage
 - a. The county attorney's office will follow the procedures in the Monona County Courthouse Reopening Plan.
 - b. Several signs with statements similar to these are posted on courthouse entrances.
10. Contact Tracing
 - a. The county attorney's office will follow the procedures in the Monona County Courthouse Reopening Plan.
 - b. Although the Reopening Plan does not include contact tracing, the county attorney's office will make reasonable efforts to assist the clerk of court in contact tracing should the need arise.

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3D

Name of County MONMOUTH
MAJISTRATE

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes No

2. Staffing Schedule

N/A

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Yes No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes No

3. Workspace/Work Environment Safety

N/A

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes No

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. **No permanent physical changes shall be made without the approval of the county.**

Yes No COURTROOM MARKED FOR ADMINISTRATIVE TRIALS ONLY

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

Yes No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

Yes No -TRIALS
- I WILL ATTEMPT TO LIMIT INITIAL APPEARANCES THAT ARE ORIGINALLY SCHEDULED BY LAW ENFORCEMENT.

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

Yes No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

THIS IS PLAN FOR NOW FOR INITIAL APPEARANCES.

Yes No

6. Public Terminal Kiosks -N/A

Public terminal kiosks are spaced to maintain 6' of social distancing.

Yes No

Keyboard protectors are in place for all public kiosks.

Yes No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

Yes No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

Yes No

7. Clerk of Court and District Court Services -N/A

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

Yes No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Yes No

Face shields are available for all employees who requested one through the employee survey.

Yes No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

Yes No

There is an adequate supply of disposable gloves for each office suite.

Yes No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

Yes No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

Yes No

"A mask must be worn when entering this space."

Yes No

"The number of people permitted in the courtroom/office is (X)."

Yes No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

Yes No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Chief Judge /District No.

Date

Print Name

APPROVED BY:

Todd Nuccio
State Court Administrator

Date

clerk answers

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Monroe

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes ^{starting 6-22-20} No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Yes No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes No N/A

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

Yes No

Keyboard protectors are in place for all public kiosks.

Yes No *on order till arrival will have wipes by [unclear]*

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

Yes No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

Yes No *will have posted when we open*

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

Yes No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Yes No

Face shields are available for all employees who requested one through the employee survey.

Yes No *n/a*

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes No *just masks*

4. Courtrooms/Overflow Rooms Judge + Magistrate to answer

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. **No permanent physical changes shall be made without the approval of the county.**

Yes No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

Yes No

5. Case Scheduling and Processing County Atty + Magistrate to do

There are limits on the number of hearings in a given time period.

Yes No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

Yes No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

Yes No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

Yes No

There is an adequate supply of disposable gloves for each office suite.

Yes No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

Yes No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

Yes No

"A mask must be worn when entering this space."

Yes No

"The number of people permitted in the courtroom/office is (X)."

Yes No

Contact Tracing

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

Yes No

*use a sign in and out sheet
for people using our office*

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Chief Judge /District No.

Date

Print Name

APPROVED BY:

Todd Nuccio
State Court Administrator

Date

FROM: Monona County Supervisors

DATE: June 9, 2020

PRESS RELEASE –FOR IMMEDIATE RELEASE

The Monona County Board of Supervisors have decided to open the Courthouse in phases. We will remain in Phase 1 until June 19, 2020. Phase 2 will begin on **Monday June 22, 2020.**

- Public Hours: 8 a.m. to 4 p.m. (No new visitors after 3:30 p.m.)
- Only the front doors will be unlocked.
- The public is encouraged to use alternate methods to do business with the courthouse offices: online, by phone or use the outside drop box.
- Department Heads will identify the number of visitors that are allowed in their office at a time.
 - Wearing masks are encouraged while conducting business
- Visitors need to maintain six feet social distancing while waiting to receive assistance
 - Departments may use floor markings to indicate where visitors should be located
- Increased cleaning throughout the day & daily cleaning of all departments at 4:00 p.m.

This pertains to all offices except the Auto Department and Driver’s License, which will remain by appointment only. The numbers are listed below:

Auto Department 433-2702

Driver’s License 433-9566

Clerk of Court office is open for emergency services and by appointment, if you need assistance, or for emergency services, such as domestic abuse relief and mental health or substance abuse commitments, call the Clerk of Court at 712-423-2491

COURT: If you have a scheduled court appearance, please contact your attorney or call the Clerk of Court at 712-423-2491.

MONONA COUNTY

Courthouse Reopening Plan



Phased Approach

RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Change Made By

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Phased Approach

Phase 1: Limited Access; Visitor Access by Appointment Only

Phase 2: South Entrance Open; Mitigation Strategies Maintained

Phase 3: Return to the New 'Normal'; Regular Operations

Phase 1: Limited Access; Visitor Access by Appointment Only

- The public is encouraged to use alternate methods to do business with the courthouse offices: online, by phone, or use the outside drop box.
- Wearing of masks by employees in the building will be at the discretion of the Department Head.
- Monona County Board of Supervisors meeting will be conducted in the Supervisor's Board Room. A maximum of 10 people will be allowed in the room. If more than 10 people are present, the overflow will be able to participate via conference call.
- The courthouse will remain locked and the public may enter by appointment only.
 - A courthouse staff member will allow visitor entry at the south entrance.
 - A list of the county department phone numbers will be provided at the south and west entrances; phone numbers are also available on the Monona County website: www.mononacounty.org
- The south entrance will be used for general public entry. The west entrance is an employee entrance only.
- All Visitors will have their temperature taken using a touchless thermometer. Anyone with a temperature of 100.4 or above will not be allowed to enter.
- Visitors will be required to wear a face mask in the courthouse.
- One visitor per office at a time
 - A parent/guardian would also be allowed if there is a juvenile obtaining a DL / permit in the Driver's License Office.
- Please leave the courthouse in a timely manner after you have completed your business.
- Appointment Hours: 8:00 am to 3:30 PM (No new visitors after 3:30 PM)
- Increased cleaning throughout the day & daily cleaning after 3:30 PM

Phase 2: South Entrance Open; Mitigation Strategies Maintained

- Public Hours: 8:00 am to 4:00 pm (No new visitors after 3:30 pm)
- The public is encouraged to use alternate methods to do business with the courthouse offices: online, by phone, or use the outside drop box.
- Department Heads identify the number of visitors that are allowed in their office at a time.
 - Social distancing needs to be maintained if possible.
- Visitors need to maintain six feet social distancing while waiting to receive assistance.
 - Departments may use floor markings to indicate where visitors should be located.
- Increased cleaning throughout the day & daily cleaning of all departments at 4:00 PM.

Phase 3: Return to the New ‘Normal’; Regular Operations

- Courthouse Hours: 8:00 am to 4:30 pm
- All entrances will be open to the public.
- Department Heads may continue some mitigation strategies to help prevent the spread of germs.

Mitigation Strategies

- Measure all courthouse employee temperatures and assess for any symptoms prior to them starting work.
- Use countertop shields in offices that have increased public traffic.
- Encourage use of the permanent drop box outside of the courthouse.
- Increased cleaning of frequently touched surfaces.
- Provide supplies to allow for frequent hand washing & hand sanitizing for employees and the public.
 - Availability of a hand sanitizer station at the entry points of the courthouse.
- Use signs to help remind visitors and staff of the core actions to follow to help prevent the spread of germs.
 - Post signage at the door indicating no one should enter the courthouse if they currently have COVID-19 symptoms or have been around anyone with a confirmed COVID-19 diagnosis in the last 14 days.
- If an employee or a member of the public becomes ill while at the courthouse, share that information with Monona County Public Health.
- Anyone who is ‘high risk’ for more severe COVID-19 illness should continue to stay home.
- Departments will maintain a record of the visitors that they have had in their offices.
- Employees will wear face masks when visiting other offices/departments.

Maintaining Safe Behavioral Practices

- Social distancing (at least six feet if possible)
 - Do not gather socially in groups
- Frequently washing hands or using alcohol-based hand sanitizer when soap and water are not available
 - Please wash your hands with soap and water for at least 20 seconds
- Wearing a face covering
 - The wearing of a cloth face covering by all individuals unable to maintain 6 feet of distance is strongly encouraged
- Avoiding touching eyes, nose, and mouth
- Staying home if sick, or you are instructed to isolate / quarantine by a public health professional
- Cleaning and disinfecting frequently touched objects and surfaces

When to Reopen

- The tentative reopening date for the Monona County Courthouse is June 1, 2020.
 - On June 1, 2020, the Monona County Courthouse will be following Phase 1 guidelines.
- This date could be changed by the Monona County Board of Supervisors if needed.

Moving Through the Phases

- Monona County will continue to utilize COVID-19 guidance from the Iowa Governor's Office, the Iowa Department of Public Health, and the CDC.
- The Monona County Board of Supervisors will work with Department Heads to determine when to move to the next phase.
- Due to a variety of unknowns with COVID-19, the courthouse may have to remain in a certain phase for an extended period of time.
- If the COVID-19 situation worsens in our area, the need for further restrictions may arise.

Watch for Symptoms

- Symptoms may appear 2-14 days after exposure to the virus. (CDC)
- COVID-19 symptoms may include:
 - Cough, fever, chills, muscle pain, sore throat, loss of taste or smell, shortness of breath
- Some individuals may be asymptomatic or pre-symptomatic. The usage of cloth face coverings may help prevent additional COVID-19 exposure.

Cleaning and Disinfecting After Persons Suspected / Confirmed to Have COVID-19 Have Been in the Courthouse (CDC Guidance)

- Close off the department areas visited by the ill person(s).
- Open the doors and windows in the impacted area(s). Wait 24 hours before beginning cleaning and disinfecting.
- Clean areas used by the ill person(s).

Continuity of Operations

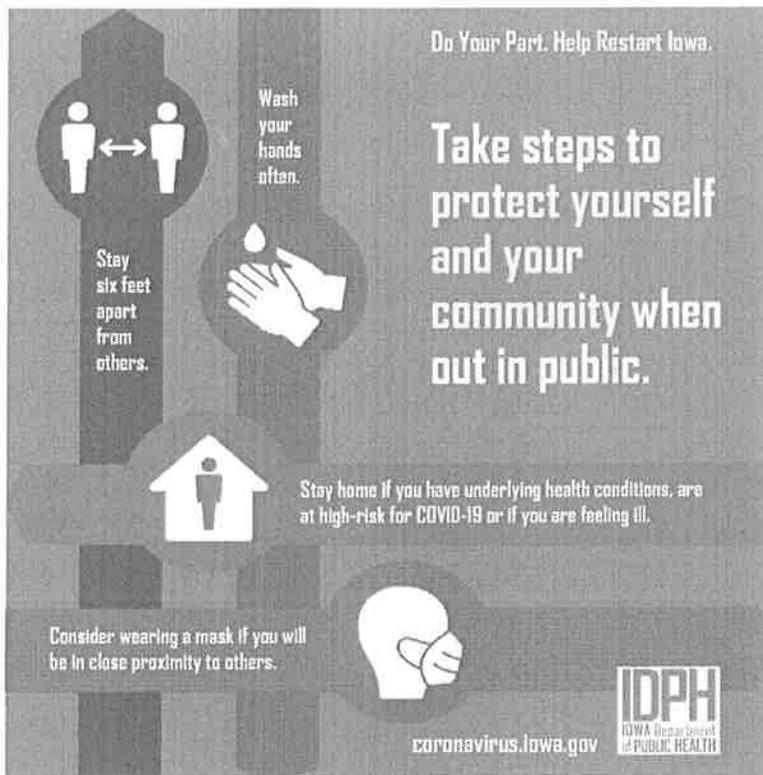
- Department Heads should evaluate ways to prevent & reduce transmission among employees.
- If a Department Head identifies a resource need in order to continue operations, please inform the Monona County Board of Supervisors about the resource need.
- If a county employee appears to have symptoms upon arrival at work or becomes sick during the day, the county employee should be separated from other employees and visitors and sent home.
- If an employee becomes symptomatic, the employee should not return to the workplace until they are symptom-free and fever free for 72 hours without the use of fever-reducing medication or have been released from quarantine / isolation.
- If a department needs to be closed due to employee COVID-19 related illness(es), please inform the Monona County Auditor and the Monona County Board of Supervisors.
- Facemasks should be worn when visiting other offices/departments.
- Log everyone who comes into your office.
- Our goal is to maintain a healthy work environment.

How 'You' (the Public) Can Help

- Please be courteous when you are at the courthouse and follow COVID-19 prevention guidelines.
- Continue to practice good hygiene.
- If you are sick, please stay at home. If there is something that a department can do to help you over the phone, please call the department.
- Please be respectful of the social distancing guidelines.
- Please be patient while you are waiting to receive assistance.
- Thank you for the measures that you are taking to help prevent the spread of COVID-19.

Plan Revision

- This plan will be reviewed as needed by the Monona County Board of Supervisors.



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